

**STATE AND TRIBAL  
ENVIRONMENTAL JUSTICE GRANTS PROGRAM  
REQUEST FOR APPLICATIONS GUIDANCE  
FY 1998**

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**\*\*\* ATTENTION \*\*\* ATTENTION \*\*\* ATTENTION \*\*\* ATTENTION \*\*\***

**YOU MAY HAVE COPIES OF APPENDICES C, D, and E FAXED OR  
MAILED TO YOU**

**CALL: 1-800-962-6215, At the prompt, Select Option 1, Then Select Option 1,  
Then Option 3 to hear the message. To skip the message and have the material  
faxed or mailed to you, select the # Key. Enter your address or fax number  
when prompted.**

**APPENDIX C - APPLICATION FORMS & INSTRUCTIONS - 10 PAGES**

**APPENDIX D - MAP OF EPA REGIONS - 1 PAGE**

**APPENDIX E - STATE SINGLE POINTS OF CONTACT - 4 PAGES**

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**PURPOSE OF NOTICE**

The purpose of this notice is to solicit applications from eligible candidates under the State and Tribal Environmental Justice (STEJ) Grants Program, sponsored by the U.S. Environmental Protection Agency, Office of Environmental Justice.

For FY 1998, EPA expects to award a total of \$500,000 to states and tribes to demonstrate how to effectively address environmental justice issues. A maximum of \$100,000 will be awarded to each recipient, contingent upon the availability of funds. A total of five grants are expected to be awarded. The standard project and budget periods are for one year. The grantee can request that the project and budget periods be extended up to three years, with the total budget of \$100,000 provided during the first year. This guidance outlines the purpose, authorities, eligibility, and general procedures for application and award of the FY 1998 STEJ Grants.

The application must be **postmarked no later than Friday, May 29, 1998.**

**GRANTS PROGRAM OVERVIEW**

The State and Tribal Environmental Justice (STEJ) Grants Program was created to provide financial assistance to state and tribal environmental departments that are working to address environmental justice issues. With the increased interest in Title VI of the Civil Rights Act of 1964, EPA is seeking, through this assistance program, to support individual state's and tribe's efforts to effectively comply with Title VI in their environmental programs and/or establish an environmental justice program.

## **A. Program Goals**

The STEJ Grants Program is intended to assist states and tribes in ultimately achieving the following environmental justice goals and objectives:

Enhance the state or tribal government's effectiveness in complying with Title VI of the Civil Rights Act of 1964.

Reduce or prevent disproportionately high and adverse human health or environmental effects on low-income communities and/or minority communities.

Integrate environmental justice goals into a state's or tribe's policies, programs, and activities.

Provide financial and technical resources to develop an enabling infrastructure at the state/local community level and tribal/tribal community level.

Set up model programs to address enforcement and compliance issues in affected environmental justice (EJ) communities.

Integrate measurable EJ goals within the annual Performance Partnership Agreements (PPAs) and Memorandums of Understandings (MOUs) between a state and EPA, or integrate measurable EJ goals within the Tribal Environmental Agreements (TEAs).

Improve public participation in the decision-making processes (e.g. permitting processes, development of regulations and policies)

## **B. Background on Environmental Justice**

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, culture, or income with respect to the development, implementation, enforcement and compliance of environmental laws, regulations, and policies. Fair treatment means that no groups of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local and tribal programs and policies.

Environmental justice has focused attention on the need to ensure environmental protection for all, and to empower those most often disenfranchised from the decision-making process, the low-income and/or minority communities. On February 11, 1994, President Clinton issued Executive Order (EO) 12898, *Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations* (Appendix A).

## C. Background on Title VI

Title VI states:

*No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

The Presidential memorandum accompanying EO 12898 directs Federal agencies to ensure compliance with the nondiscrimination requirements of Title VI for all Federally-funded programs and activities that affect human health or the environment.

Title VI itself prohibits intentional discrimination. The Supreme Court has ruled, however, that Title VI authorizes Federal agencies, including EPA, to adopt implementing regulations that prohibit discriminatory *effects*. Frequently, discrimination results from policies and practices that are neutral on their face, but have the *effect* of discriminating. Facially-neutral policies or practices that result in discriminatory effects violate EPA's Title VI regulations unless it is shown that they are justified and that there is no less discriminatory alternative. (See Appendix B for additional information on Title VI).

## ELIGIBLE APPLICANTS AND ACTIVITIES

### D. Who May Submit An Application?

Any state or tribal agency that manages, or is eligible to manage, an EPA program, which has an expressed interest in working with community-based grassroots organizations and other environmental justice stakeholders to address environmental justice concerns in communities. **EPA requests that only one application** be submitted from each **state or tribe** interested in receiving assistance. The project can be a partnership involving more than one state department, or if from a tribe, more than one tribal department. The degree of support provided by top government officials from either the state or tribe will be an important factor in the selection process.

### E. May an Individual or Organization Apply?

No. Only a state or federally-recognized tribal government may apply. However, the applying states or tribes should work with community-based grassroots organizations when developing their proposals. Preference may be given to the states or tribes who involve community-based grassroots organizations in the development of their proposals.

### F. What Types of Projects are Eligible for Funding?

Funds are to be used for activities authorized by the appropriate statutory provisions listed in paragraph G below, to accomplish one or both of the following:

1. The development or enhancement of a *program to work directly with communities to improve the state's or tribe's compliance with Title VI of the Civil Rights Act of 1964* in the development and implementation of environmental programs.

Example 1: Create a review team to analyze the state's or tribe's future conduct or action to help ensure its environmental programs have no discriminatory environmental or human health effects based on race, color, or national origin.

Example 2: Demonstrate how to establish an appropriate enforcement program for disproportionately affected communities; and create meaningful community participation opportunities throughout enforcement & compliance activities [e.g. from the time of initial Notice of Violations to final agency enforcement decisions.]

2. The development of a model *state or tribal environmental justice executive order, strategic plan, and/or conduct studies, analyses, and training in the development of a state or tribal environmental justice program.*

## **Preferences**

Preference may be given to each state or tribe which include the following in their application:

- 1) a description of how environmental justice/community-based grassroots organizations were involved in the development of the proposal, and
- 2) identification of the matching or cost sharing funds to be provided by the state or tribe for the project.

## **G. What are the Statutory Authorities for the Grants?**

The State and Tribal Environmental Justice Grants are for **multimedia environmental justice activities**. For this reason, each project must include activities which are authorized by two or more of the following environmental statutes.

- a. *Clean Water Act*, Section 104(b)(3): conduct and promote the coordination of research, investigations, experiments, training, demonstration, surveys, and studies relating to the causes, extent, prevention, reduction, and elimination of water pollution.

- b. ***Safe Drinking Water Act***, Sections 1442(c)(3): develop, expand, or carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
- c. ***Solid Waste Disposal Act***, Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste management and hazardous waste management.
- d. ***Clean Air Act***, Section 103(b)(3): conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- e. ***Toxic Substances Control Act***, Section 10(a): conduct research, development, and monitoring activities on toxic substances.
- f. ***Federal Insecticide, Fungicide, and Rodenticide Act***, Section 20(A): conduct research on pesticides.
- g. ***Comprehensive Environmental Response, Compensation, and Liability Act***, Section 311(c): conduct research related to the detection, assessment, and evaluation of the effects on, and risks to, human health from hazardous substances.
- h. ***Marine Protection, Research, and Sanctuaries Act***, Section 203: conduct research, investigations, experiments, training, demonstrations, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

## **H. What Regulations Apply to these Grants?**

The STEJ Grants will be governed by 40 CFR Part 31, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments, and OMB Circular A-87. Note, in particular, that there are restrictions on the use of grant funds for lobbying and that grant funds may not be use for intervention in federal regulatory or adjudicatory proceedings.

## **FUNDING**

## **I. Are Matching Funds Required?**

Matching funds are not required, but are encouraged. EPA may give preference to those states or tribes which provide matching funds, since this would demonstrate a greater commitment.

## **APPLICATION REQUIREMENTS**

### **J. What is Required for Applications?**

In order to be considered for funding under this program, proposals must have the following:

1. Application for Federal Assistance (SF 424) the official form required for all federal grants that requests basic information about the grantee and the proposed project. The applicant must submit the original application, and three copies, signed by a person duly authorized.
2. Federal Standard Form (SF 424A) and budget detail, which reflects the total budget for the entire duration of the project. Budget figures/projections should support your work plan/narrative. The EPA portion of these grants will not exceed \$100,000, therefore your budget should reflect this upper limit on federal funds.
3. Signed "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form, and "Certification Regarding Lobbying" form, which can be found in Appendix C.
4. Narrative/work plan of the proposal. A narrative/work plan describes the applicant's proposed project. The pages of the work plan must be letter size 8 1/2" x 11"), with normal type size (12 cpi), and at least 1" margins. The narrative/work plan should be **no more than five pages**.

The narrative/work plan must describe how the proposed project will meet the Program Goals, as described in Section A, and whether one or both of the Eligible Projects, as defined in Section E, are being proposed. In addition, the work plan must describe how the project addresses issues related to at least two of environmental statutes listed in Section G. Lastly, the work plan must: a) discuss how the project will be evaluated, b) discuss what will be the measures of success, and c) describe how the project/program will be sustained.

5. A letter of commitment from the department head or government head (e.g. governor, president, chairperson, chief)

6. State and Tribal applicants should establish working relationships with local community-based organizations in developing their proposals.(\*)  
A list of the organizations who participated in the development of the grant proposal, along with contact names and numbers, is required.

(\*) Many community-based organizations across the nation have already begun implementing environmental justice programs at the local level, which states and tribes may want to use as examples to help build their environmental justice programs. By asking those who are most impacted by environmental injustices to participate in building the state's or tribe's environmental justice program, the states and tribes will be more likely to obtain broad support for the concept and the partnership it reflects.

#### **K. When and Where Must Applications be Submitted?**

The applicant must submit one signed original application with the required attachments and three copies to the primary contact of the appropriate **EPA regional office** (see page 8 and Appendix D). The application must be **postmarked no later than Friday, May 29, 1998**.

#### **PROCESS FOR AWARDING GRANTS**

Proposals are to be developed by states or tribes (EPA encourages the involvement of community-based/grassroots organizations) and submitted to their respective EPA Regional Offices. The initial review will be conducted by each Region through a Regional panel, which will select the top proposals for submission to EPA Headquarters, for final review and selection. The grants will be processed for award **and managed by the Regions**. The plan is to fund the five best State and/or Tribal Environmental Justice project proposals.

March 27 - May 29	States and Tribes Develop Proposals and Submit to EPA Regions
June 1 - June 26	EPA Regions Review Proposals and Provide Recommendations to Headquarters
June 22 - July 24	OEJ Headquarters Convenes Review Panel, Receives Recommendations, Completes Selections and Submits Final Selections to Grants Office
July 27-September 1	EPA Regional Grants Management Offices Process Applications and Award Grants
September 11	National Announcement on Awards

## REPORTING

State and Tribal agencies that are awarded the State and Tribal Environmental Justice (STEJ) grants will be required to submit semi-annual reports, in accordance with 40 CFR sections 31.40 and 31.41, to the appropriate Regional Environmental Justice Coordinator and Project Officer. Reports will include, but not be limited to, information on:

Funds expended  
Tasks accomplished  
Issues/problems encountered and method of resolution  
Results achieved

A final summary report is required by 40 CFR section 31.40(b) at the end of the project period. This final report should include a discussion on the continuation and institutionalization of the state's and/or tribe's efforts to comply with Title VI and provide for environmental justice.

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\*\*\* If you have any questions regarding the interpretation of this guidance, please call your regional contact listed below, or Daniel Gogal, STEJ Grants Manager, Office of Environmental Justice, at (202) 564-2576 or 1-800-962-6215. \*\*\*

## REGIONAL CONTACT NAMES AND ADDRESSES

Region I	<i>Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont</i>
Primary Contact:	Rhona Julien (617) 565-9454 USEPA Region 1 (RAA) John F. Kennedy Federal Building Boston, MA 02203
Secondary Contact:	Pat O'Leary (617) 565-3834
Region II	<i>New Jersey, New York, Puerto Rico, U.S. Virgin Islands</i>
Primary Contact:	Melva Hayden (212) 637-5027 USEPA Region II 290 Broadway, 26th Floor New York, NY 10007
Secondary Contact:	Natalie Loney (212) 637-3639
Region III	<i>Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia</i>
Primary Contact:	Reginald Harris (215) 566-2988 USEPA Region III (3DA00)



841 Chestnut Building  
Philadelphia, PA 19107  
Secondary Contact: Mary Zielinski (215) 566-5415

Region IV *Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee*  
Primary Contact: Connie Raines (404) 562-9671  
USEPA Region IV  
61 Forsyth Street  
Atlanta, GA 30303  
Secondary Contact: Deborah Carter (404) 562-9668

Region V *Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin*  
Primary Contact: Ethel Crisp (312) 353-1442  
USEPA Region V  
77 West Jackson Boulevard (DR-7J)  
Chicago, IL 60604-3507  
Secondary Contact: Karla Johnson (312) 886-5993

Region VI *Arkansas, Louisiana, New Mexico, Oklahoma, Texas*  
Primary Contact: Shirley Augurson (214) 665-7401  
USEPA Region VI (6E-N)  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733

Region VII *Iowa, Kansas, Missouri, Nebraska*  
Primary Contact: Althea Moses (913) 551-7649 or 1-800-223-0425  
USEPA Region VII  
726 Minnesota Avenue  
Kansas City, KS 66101  
Secondary Contact: Kim Olson (913) 551-7539

Region VIII *Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming*  
Primary Contact: Marcella Devargas (303) 312-6161  
USEPA Region VIII (8ENF-EJ)  
999 18th Street, Suite 500  
Denver, CO 80202-2466  
Secondary Contact: Elisabeth Evans (303) 312-6053

Region IX *Arizona, California, Hawaii, Nevada, American Samoa, Guam*  
Primary Contact: Katy Wilcoxon (415) 744-1565  
USEPA Region IX (CMD-6)  
75 Hawthorne Street

Secondary Contact: San Francisco, CA 94105  
Willard Chin (415) 744-1204

Region X  
Primary Contact: *Alaska, Idaho, Oregon, Washington*  
Susan Morales (206) 553-8580  
USEPA Region X (OI-085)  
1200 Sixth Avenue  
Seattle, WA 98101  
Secondary Contact: Joyce Kelly (206) 553-4029